

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. M-3PAGE
NO. 1.

1. Requesting Agency

CITY OF ROCKVILLE, MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

DEPARTMENT OF RECREATION

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. CASH RECEIPTS JOURNAL

Size: 8 $\frac{1}{2}$ " x 11" x 1"
Dates: 1961 - -
Quantity: 1 ring binder
Audit: In Department of Finance

The Cash Receipts Journal is a record of these receipts giving the date, the name of the payee, the receipt number and the amount collected, the name of the activity and the name of the instructor if a class fee is charged. The Recreation Department and the Cashier in the Department of Finance collect fees for various recreational activities and facility use and both issue receipts. Copies of receipts issued by the Cashier and by the Department are filed in the General File (Item 2). The Department of Recreation turns over all fees collected to the Department of Finance with a transmittal and a copy is retained in the General File. Disbursements are not made directly by the Department; an Authorized Payment Form is forwarded to the Department of Finance after which a check is issued and the transaction recorded and audited in that Department.

RECOMMENDATION: RETAIN PERMANENTLY.

2. GENERAL FILE

Size: Legal size
Dates: 1956 - -
Quantity: 5 file drawers
File Arrangement: Alphabetical by subject (continued)

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Director

5/11/1962

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

5/15/1962

Date

Maurice S. Radloff

Archivist

MAY 17 1962

Date

Lester H. Hurd

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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| Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period: | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|--|--|
| | <p>Accounting</p> <ul style="list-style-type: none">Petty Cash recordPermit copiesReceipt copies (filed by name of recreation center) <p>Authorized Payment copies</p> <p>Budget</p> <p>Business and Financial</p> <ul style="list-style-type: none">Purchase OrdersReceiving DepartmentRequisitionsShipping Tickets <p>Civic Center</p> <p>Correspondence</p> <p>Mayor and Council</p> <p>Memoranda (filed by department)</p> <p>Parks</p> <p>Personnel (basic file is in the office of the City Manager, Schedule M-2 , Item 1)</p> <ul style="list-style-type: none">Employment ApplicationsPersonnel Folders (by name of employee)Time Sheets and Reports <p>Playgrounds</p> <p>Reports of Recreation Service</p> <p>Art</p> <p>Band</p> <p>Basketball</p> <p>Chess</p> <p>Dance</p> <p>Swimming</p> <p>Softball</p> <p>The General File also includes two separate divisions for the following subjects:</p> <p>A. Classes and Special Events</p> <ul style="list-style-type: none">CorrespondenceType of Activity (by name of activity) <p>B. Memoranda to Individual Teachers (by name of teacher)</p> <ul style="list-style-type: none">Remittances (Transmittals) to Department of FinanceReceipt copiesCashierDepartment of Recreation <p>Recommendation "A" applies to receipts, remittance and authorized payment forms, and petty cash records; personnel folders are provided for under Recommendation "B"; Recommendation "C" applies to</p> | <p>APPROVED HALL OF RECORDS COMMISSION</p> |

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all other records except those which have continuing legal or administrative value to the operation of the office. Requisition copies and all printed and mimeographed material are considered to be nonrecord within the meaning of the statute governing non-record material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179) and may be destroyed when no longer needed by the office.

- A. RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDITING REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.
- B. RECOMMENDATION: RETAIN WHILE EMPLOYEE IS IN CITY SERVICE AND FOR THREE YEARS THEREAFTER, THEN DESTROY.
- C. RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION